

Letter of Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Title]

[Reference's Organization]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a reference for my application to the [specific residency program] at [institution]. As part of my application, I am required to submit letters of reference that speak to my commitment and contributions to community service.

During my time at [organization or initiative], I had the privilege of working alongside you on [specific project or responsibility], which has greatly shaped my passion for serving our community. I believe your insights on my contributions and dedication would provide valuable context to my application, especially regarding [specific skills or attributes relevant to the residency program].

If you are able to assist me with this reference, I would greatly appreciate it. The deadline for submission is [submission deadline], and I can provide any additional information you may need to facilitate this process.

Thank you very much for considering my request. I truly value your support and mentorship.

Sincerely,

[Your Name]